

## Credit Transfer Application Form

- Please fill out this form and complete all sections
- Please ensure that certified supporting documents are attached with this application

Credit Transfer Application Form			
<b>Section 1 – Student Details</b>			
<b>Student Name:</b>		<b>Student ID.:</b>	
<b>Course Code and Name:</b>			
<b>Section 2 – Application and Declaration</b>			
<p><b>Student:</b></p> <p><input type="checkbox"/> I wish to apply for credit transfer for the units of competency/modules listed below.</p> <p><input type="checkbox"/> I have attached original copy of certification documentation from another RTO.</p> <p><input type="checkbox"/> I declare that certification documentation supplied is legitimate, true and correct.</p> <p><input type="checkbox"/> I understand that the Assessor will verify my certification documentation for validity.</p>			
<b>Student Signature:</b>		<b>Date:</b>	/ /
<b>Note:</b> Hawk Institute may decide to reject an application from a student in the event that the VET transcripts issued by the Registrar cannot be authenticated.			
<b>Section 3 – Units /Modules Outcome</b> (Please ensure that certified supporting documents such as Statement of Attainment/Result or Official Transcripts are attached with this application)			



Student to complete		Assessor Only (FOR OFFICE USE ONLY)				
Unit Code	Unit Name	Evidence against the credit transfer requested	Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
<b>Please note: If you are applying CT (Credit Transfer) for more than 10 units please use the last page</b>						
<b>Section 4 – Assessor Judgement and Declaration (FOR OFFICE USE ONLY)</b>						



<input type="checkbox"/> I declare that I have verified certification documentation and the documents supplied by the student are legitimate, true and correct.					
<b>Application Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Hawk Institute Assessor Name:</b>					
<b>Assessor Signature:</b>		<b>Date:</b>		<b>Initials</b>	
<b>Admin Use only</b>					
<b>SMS Updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		<b>Initials</b>	
<b>Student file updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		<b>Initials</b>	
<b>Credit Transfer Record Register Updated:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>		<b>Initials</b>	



St Albans Institute Pty Ltd t/a Hawk Institute  
 RTO ID: 41451 CRICOS Code: 03596J  
 Website: [www.hawkinstitute.edu.au](http://www.hawkinstitute.edu.au)  
 Email: [info@hawkinstitute.edu.au](mailto:info@hawkinstitute.edu.au)  
 Phone: 1300 159 461  
 ABN 19608522087

### Units/Modules Outcome

Student to Complete		Assessor Only				
Unit Code	Unit Name	Evidence against the credit transfer requested	Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		



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			<input type="checkbox"/>	<input type="checkbox"/>		
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			<input type="checkbox"/>	<input type="checkbox"/>		